Salvaggio, Teal & Associates
Information Systems Consulting for the Public Sector

Process Name: Timekeeping and Leave Accounting	**Process Identifier:** TL
Sub-Process Name: Leave accrual	**Sub-Process Identifier**: TL-4

Sub-Process Purpose and Objectives: Accrue employee leave balances as earned

Sub-Process Description: At the end of each month SEIS calculates accrued employee leave based on hours worked for the month. Leave for the month is granted if the employee has been on paid status for the majority of the month. Once each year, during the employees hire month (last hire month if the employee has more than one term of service with the State), excess annual leave (above the maximum for the group) is rolled into sick leave to allow accrual of annual leave to continue.

Service anniversary dates are reviewed monthly to determine if the employee has changed service group.

The following are examples of the types of leave accrued:

- Annual leave – amount based on service group code
- Sick leave – One day per month
- Comp time – based on hour worked. Divided into three types: holiday (when a holiday is worked), premium (240 hours maximum – comp time requested over 40 hours worked. Accrued at 1.5xhours), Total – maximum of 480 hours. Comp time over the maximums are paid automatically.

Sub-Process Trigger(s):	**Key Sub-Process Participants:**
- Month end pay cycle - Hire month	- Automated

Inputs:

Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users

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Outputs:			
Output	**Format**	**Volume/Time**	**Recipients**
Updated personnel records	Database		Personnel and agency users

Performance Measures Tracked:		
Measure	**Approx. Value**	**Target Value**

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Laws, Regulations, and Policies That Govern Sub-Process:

T.C.A. chapters and sections that deal with attendance and leave issues include:
  2-9-103 Voting Machine Technicians (absence from work)
  4-4-105 Department office hours - overtime
  4-7-109 Temporary retention of disabled member on payroll
  4-7-117 Temporary retention of disabled correctional officer or youth service worker
  4-21-408 Maternity Leave
  8-23-201 Compensation for extra services
  8-30-215 Hours of work, attendance and leaves of absence
  8-33-101 – 8-33-109 Employees in Military Service
  8-36-805 Reemployment permitted (retired employees)
  8-50-109 Leave of absence for officers of employee associations
  8-50-110 Use of annual leave to attend statewide meeting of employee association
  8-50-111 Disabling assault injuries in the line of duty – Retention on regular payroll
  8-50-113 Bereavement leave
  8-50-801 – 8-50-810 Leave for State Employees
  15-1-101 Legal Holidays
  22-4-108 Civil Leave

Current Sub-Process Issues/Problems:

Improvement Opportunities:

Opportunity *Merge cells to link one Opportunity to multiple impacts)*	Organizational Impacts *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*	

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Applications that Support the Sub-process		
Application Name(s) *(Internal name and vendor's name)*	**Technology Description** *(Programming vendor, language, platform, database, etc.)*	
SEIS	In house developed, COBOL, IBM mainframe, IMS	

Process: Timekeeping & Leave Accounting	**File:** timekeeping - final.vsd
Sub-Process: TL-4 Leave Accrual	**Date:** 12/02/02
Prepared By: Salvaggio, Teal & Associates	**Page:** 1/1

SEIS

End of Month → Accrue leave based on State/ Agency policy → Roll-over regular leave (annual)